

Exhibit 6576c, ARRIVAL ACTIVITY CHECKLIST (6400)

(June 2000)

- ☐ If required, notify Facility Captain or Institution of arrival on scene (provide a preliminary report)
- ☐ Verify order number and check in with Time Recorder
- ☐ Verification and introduction
 - ☐ Liaison Officer (go to first, if available)
 - ☐ Incident Commander (if Liaison Officer is not present)
 - ☐ ICS Command and General Staff
 - ☐ CDC Staff on scene
 - ☐ Security Manager (under Logistics Section Chief)
 - ☐ Facilities Unit Leader (for Incident Base/Camp set up)
 - ☐ CDF Agency Rep and/or Crew Tech Specialist
 - ☐ Los Angeles Fire Department Crew Coordinator
 - ☐ Medical Unit Leader
 - ☐ Law enforcement and other custodial Agency Reps
- ☐ Establish Agency Rep work location
- ☐ Obtain radios, phones and fax from Communication Unit
- ☐ Verify phone numbers for hospital/medical center (found in IAP)
- ☐ Make contact and obtain phone numbers of local County Jail (there may be a problem with nearest jail capacity)
- ☐ Obtain crew information sheets (from C/O's or supervisors)
 - ☐ Record crew information on "Incident Work Force Roster" form
 - ☐ Verify crew information with CDF Technical Specialist Crews/LAC Crew Coordinator
- ☐ Check-in Status Recorder (needed for logistics, operations, finance)
- ☐ Verify meeting/briefing times
- ☐ Review and verification of all arrival information (the need to "catch up")

STAFF EXPECTATIONS AND ASSIGNMENT CHECKLIST

- ❑ Give staff “Incident Base/Camp expectations (hand out)
- ❑ Advise CDC personnel to obtain authorization prior to leaving base/camp
- ❑ Discuss uniform expectations with CDC personnel
- ❑ Delegate responsibilities to your supervising staff (develop Organizational chart)
- ❑ Discuss inmate staff and movement
- ❑ Require your supervisors to supervise
- ❑ Discuss responsibilities of CDC personnel (when crew is on line assignments)
- ❑ Develop Incident Base/Camp map for CDC staff with proper signs (if not done already by Facilities)
- ❑ Maintain Camp Register
- ❑ Confirm that all required forms, reports, and documents are completed (including FC-33C’s for all CDC staff members)

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